



Establishing and Revising Job Classifications



In order to expedite the creation and/or revision of classification specifications or changes in pay grade assignment, the following procedures are being communicated to all agency HR offices. A review of the necessity to create or revise a job specification, or a request to change the grade assignment or entry rate of a job may be initiated by an agency or by the Personnel Cabinet.

Classification is the differentiation among the various jobs. Compensation is the system for delivery of pay to employees. We do not address pay problems with the classification plan.

The assignment of different tasks does not necessarily indicate that a change in classification is appropriate unless the change involves a significant increase in problem solving and accountability.

Problem solving and accountability include but are not limited to the following:

1. The nature of the work performed; the detail of processes an incumbent must follow;
2. The latitude an incumbent has in making decisions;
3. The types of knowledge and materials an incumbent must comprehend and apply in making decisions;
4. The finality of an incumbents decisions in the implementation of the organization's mission.
5. The relationship of all tasks and decisions by an incumbent to the organization's overall mission.

Whether initiated by the Classification and Compensation Branch or by an agency, a review of job specifications will trigger a review of the grade assignments.

➤ **Initiated by the Agency**

A request to create or modify a job specification and/or to change a grade assignment/establish a special entrance rate by an agency shall be in the form of a letter from the agency head, appointing authority, or HR Executive to the Commissioner, Personnel Cabinet, Department for Human Resources Administration. The agency should consider the questions below when submitting the request to the Personnel Cabinet and answer those questions pertinent to the request. If sufficient information is not provided, the agency will be required to submit additional information before the request can be acted upon.

1. The reason an existing classification does not accurately or adequately describe job functions.
2. The level of expertise minimally required for an incumbent to be reasonably expected to independently perform the basic elements of the job within the timeframe of the probationary period.
3. The relationship between jobs in the class and other jobs in different classes or class series within the agency.
4. If the work is currently being performed, how are the people doing the work classified?
5. The nature of the problem with the current grade assignment.
6. The relationship of the classes affected with other classes used within the agency.
7. The number of employees which would be affected.
8. The agency's intention of how it will treat affected employees if the request is approved.
9. The cost of the proposed change.

Please do not send separate letters requesting classification and compensation reviews.

The Classification and Compensation staff will notify any impacted agency in writing that a request has been received, and shall schedule a meeting with each agency to discuss the request, develop timelines, and set the order of procedures to be followed, if necessary.

The Classification and Compensation Branch staff and others may audit a reasonable sample of positions in each affected class. The classification analyst will then write draft specifications for review or revise the draft submitted by the agency, and will work with the agencies to develop the final work product.

The Classification/Compensation Analyst will review the initial agency request and factor the pay grade or conduct a salary survey if needed. If preliminary data indicates that a change may be appropriate for a substantial number of employees, the Governor's Office of Policy and Budget will be requested to review the budgetary implications prior to any final decision. Agencies will be contacted to discuss any grade assignments or reassignments prior to implementing any specification development or revisions.

➤ **Initiated by the Personnel Cabinet**

If a review is initiated by the Personnel Cabinet, the Manager of the Classification and Compensation Branch will communicate to all agencies anticipated to be affected by the review the reasons for the project, scope of the project and requesting cooperation from those agencies.

Any changes in job specifications, pay grades or special entrance rates will be announced the first of the month to be effective the sixteenth of the month unless there is some overriding reason to do so at another time.

Classification and Compensation staff will develop a class history of any classification and/or compensation project. That record will be open to public inspection and will include the following:

1. The letter which initiated the project.
2. Any documentation collected in the course of the project such as, certification by the agencies that the class specifications are accurate, and that the minimum requirements reflect the minimum types and amounts of education, training, and/or experience necessary to provide a new employee the knowledge, skills and abilities to be able to independently perform the basic elements of jobs in that class within the assigned probationary period.

Questions about these procedures should be addressed to your assigned Classification and Compensation analyst.